



# Physicians Special Pay

## Business Process

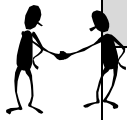
Physician Special Pay (PSP) can only be entered for eligible employees. Edits have been built into EHRP for PSP. To review these edits, reference the EHRP HR Manual Chapter 12.


PSP processing in EHRP has two steps:

- Enter the Service Agreement.
- Enter the PAR for the pay action.

**Note:** Both the Service Agreement and PAR must have the same effective date.




Use the procedure below to enter the Service Agreement. Reference the EHRP HR Manual Chapter 12.



<b>1</b>	Navigate to <a href="#">Home &gt; Administer Workforce &gt; Administer Workforce (USF) &gt; Use 2 &gt; Service Agreements</a>
<b>2</b>	Use the Find an Existing Value page to retrieve the employee.
<b>3</b>	Enter the <b>Service Agreement Type</b> , <b>Service Date</b> , <b>Effective Date</b> , and <b>End Date</b> .
<b>4</b>	If applicable, enter the <b>PSP Percentage</b> and <b>Scarcity Code</b> .
<b>5</b>	 Click <b>Save</b> .

Use this procedure to enter the PAR for the pay action. Reference the EHRP HR Manual Chapter 12.



<b>1</b>	Navigate to <a href="#">Home &gt; Administer Workforce &gt; Administer Workforce (USF) &gt; Use &gt; HR Processing</a>
<b>2</b>	Use the Find an Existing Value page to retrieve the employee.
<b>3</b>	Click  to add a new row.
<b>4</b>	Enter the <b>Actual Effective Date</b> , <b>Action</b> , <b>Reason Code</b> , <b>NOA Code</b> , and <b>NOA Ext</b> .
<b>5</b>	Navigate to the Compensation page.
<b>6</b>	Click the <a href="#">Other Pay Information</a> link at the bottom of the page.
<b>7</b>	Enter the <b>Earnings Code</b> and <b>Pay Period Amount</b> .
<b>8</b>	Click  to enter another earnings code.
<b>9</b>	When all earnings codes are entered, select <b>OK</b> .
<b>10</b>	 Click <b>Save</b> .